



ENVIRONMENTAL SPECIALIST I/II- SUSTAINABILITY COORDINATOR

Recruitment Timeline

Open Date:

November 29, 2021

First review of applications:

12:00 p.m. (Noon)

January 7, 2022

Interested applicants are encouraged to apply as soon as possible.

Interviews:

January 2022

(Date to be determined)

Compensation & Benefits

Annual Salary Range:

\$78,740- \$114,847

A summary of benefits can be viewed online:

[Benefits Summary](#)

This position is represented by the City of Fremont Employee Association (CFEA) Bargaining Unit.

[Apply Here!](#)

The City of Fremont's Community Development Department has an exciting opportunity to join a dynamic team!

The Position

Under the direction and supervision of the Sustainability Manager within the Community Development Department, the Sustainability Coordinator will work closely with City departments and the community-at-large to develop, organize, and coordinate projects, programs, and initiatives identified in the Climate Action Plan and other related City plans and policies. The Sustainability Coordinator will also be responsible for identifying emerging trends, potential challenges, and new opportunities for the City to meet and exceed its greenhouse gas emissions reduction targets and long-term carbon neutrality vision.

Examples of Job Duties

- Provide day-to-day organization, community engagement, and technical assistance for both internal and community-facing sustainability projects and programs;
- Develop scopes of work, track deliverables, and implement projects related to reducing greenhouse gas emissions and increasing community resilience to heat, sea level rise, wildfire, and other climate change impacts;
- Design, implement, monitor, and evaluate clean energy, electrification, decarbonization, adaptation, and resiliency projects;
- Collect, analyze, interpret, and report data on key sustainability indicators, including but not limited to water, energy, fuel, greenhouse gas emissions, and renewable energy generation;
- Identify, review, and assess City departments' current sustainability practices and recommend strategies, programs, and technologies to comply with existing and new regulations;
- Perform research, present information, and assist with meeting logistics for the City's Environmental Sustainability Commission, other appointed and elected bodies, City staff, professional and industry groups, and the general public;
- Assist with website updates, newsletters, social media, community events, and other public-facing communications and activities;
- Coordinate the development of education, outreach, and engagement programs on sustainable practices, including resource conservation, energy efficiency, renewable energy, climate action, and community resiliency;
- Maintain existing and build new relationships with community members, including historically underrepresented groups, local and regional businesses, industry professionals, and other key stakeholders;
- Incorporate a variety of stakeholder perspectives in the consideration of impacts and outcomes of projects and initiatives;
- Empower community members to be good environmental stewards and to take action on climate change;
- Integrate principles of equity, diversity, and inclusion into all aspects of work.



Human Resources Department
3300 Capitol Avenue, Bldg. B
(510) 494-4660 | humanresources@fremont.gov
www.fremont.gov/humanresources

The Ideal Candidate

The successful candidate is expected to manage large and complex projects and work programs. In addition, the ideal candidate will:

- Be passionate about delivering various sustainability initiatives, projects, and policies;
- Have strong leadership, organizational, and decision-making skills;
- Provide highly specialized and knowledgeable technical assistance to other programs, divisions, and departments;
- Have demonstrated experience engaging a broad set of diverse stakeholders;
- Demonstrate competency in group facilitation, meeting management, and consensus-based decision-making;
- Be able to interpret and explain technical and/or complex policies and programs with clarity to a variety of audiences and ages;
- Be flexible and adaptable to shifting priorities, both internally and externally.

Knowledge of:

- Basic climate science, energy efficiency, building science, data management, environmental justice, and behavior change initiatives;
- Current sustainability and climate change mitigation and adaptation practices;
- Greenhouse gas emissions inventories, energy project savings, and lifecycle cost analyses;
- Methods and techniques of project management;
- Techniques and principles of effective interpersonal communication;
- Fundamentals in equitable community engagement;
- Principles and practices of public administration;
- Relevant local, regional, State, and Federal laws, codes, ordinances, City functions, policies, rules and regulations.

And the ability to:

- Research, identify, remember, and interpret technical and numerical information;
- Observe and problem solve operational and technical policy and procedures;
- Exercise initiative and independent, astute judgment in sensitive situations;
- Interview, investigate, problem solve, and negotiate;
- Follow City policies and protocols;
- Generate new, innovative ideas and develop better methods for accomplishing tasks and completing projects;
- Effectively manage time between multiple projects and programs;
- Communicate clearly and concisely, both orally and in writing, on technical subject matters;
- Make public presentations to racially, ethnically, and socioeconomically diverse audiences;
- Manage meetings efficiently and effectively;
- Design simple informational materials, handouts, and other educational collateral;
- Work as a member of a service-oriented team;
- Adapt to shifting timelines and priorities;
- Celebrate successes and navigate potential setbacks with humility and grace.



**Your
Future Is In
Fremont!**



Education and Experience

Any combination of education and experience that demonstrates possession of and competency in requisite skills and abilities such as education and/or experience equivalent to graduation from an accredited college or university with a Bachelor's degree in Sustainability, Climate Science, Environmental Studies, Environmental Policy, Urban Planning, Civil Engineering, Public or Business Administration, Communications, or a closely related field, plus:

For Environmental Specialist I: Two years of progressively responsible experience directly related to climate action implementation, energy project management, resource conservation, environmental compliance, urban planning, public policy, or a related field. Previous lead or supervisory experience is highly desirable.

For Environmental Specialist II: Four years of progressively responsible experience directly related to climate action implementation, energy project management, resource conservation, environmental compliance, urban planning, public policy, or a related field, including lead or supervisory experience.

Licenses/Certifications: Possession of Class C California Driver's License.

Desirable Certifications: Certified Green Building Professional (CGBP), LEED Green Associate / Accredited Professional (LEED-GA / LEED-AP), Registered Environmental Professional (REP), ISSP Sustainability Excellence Associate / Sustainability Excellence Professional (ISSP-SEA / ISSP-SEP), Certified Sustainability (ESG) Practitioner, Certified Energy Manager (CEM), Project Management Professional (PMP), Professional Civil/Environmental Engineer (P.E.), or similar professional certification.



Application Process

How to Apply: Candidates may apply for this position by submitting a completed City application, resume and supplemental questionnaire through the online application system (Government Jobs) at: <https://www.governmentjobs.com/careers/fremontca>

Selection Process

The process may include oral panel and individual interviews, reference checks, fingerprint check, and other related test components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

Reasonable Accommodation: Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660 or emailing humanresources@fremont.gov.

The City of Fremont is an Equal Opportunity Employer.

SUPPLEMENTAL QUESTIONNAIRE

The completion of this supplemental questionnaire is required for your application to be considered for the Environmental Specialist I/II (Sustainability Coordinator) position, and is an integral part of the examination process. This supplemental questionnaire will be used to assess your qualifications as it relates to the Environmental Specialist I/II (Sustainability Coordinator) position. Your responses will be evaluated and compared to your application and will assist in determining which applicants will receive further consideration for the selection process.

When you apply online you will be required to respond to the following questions:

- 1.** Please be specific in answering the Supplemental Questions as they will be used to evaluate which applications will be given further consideration in the process. Do not answer “see resume” or “see application” as these are not valid answers. Select “Yes” to reflect that you have read and understand this statement.
 - Yes
 - No
- 2.** What is your highest level of education?
 - High school diploma or GED
 - Some college
 - AA degree
 - Bachelor’s degree
 - Master’s degree
 - Doctorate
- 3.** If you possess a Bachelor's degree or higher, please specify your field of study:
 - Sustainability
 - Climate Science
 - Environmental Studies
 - Environmental Policy
 - Urban Planning
 - Civil Engineering
 - Public or Business Administration
 - Communications
 - Closely related field
- 4.** Please specify how you meet the experience requirement for the Environmental Specialist I/II (Sustainability Coordinator) position:
 - I have at least two years of progressively responsible experience directly related to climate action implementation, energy project management, resource conservation, environmental compliance, urban planning, public policy, or a related field.
 - I do not meet the experience requirement of at least two or more years of progressively responsible experience directly related to climate action implementation, energy project management, resource conservation, environmental compliance, urban planning, public policy, or a related field, including lead or supervisory experience.
- 5.** Describe any experience you have working with citizen boards, commissions, and committees. Include your specific role and responsibilities and specify the number of years experience you have. If you do not have experience in this area, please state "N/A".

SUPPLEMENTAL QUESTIONNAIRE (Continued)

6. Please describe your experience in supporting, developing, implementing, and tracking the following sustainability efforts. Include the name of your employer, your job title, and the number of months or years you performed the described experience. Highlight any experience you have in which you were in a lead or supervisory role and include what outcomes your efforts helped to achieve. Please limit your total response to no more than 700 words.

- a. Climate change mitigation and other emissions reductions programs
- b. Climate change adaptation and community resiliency programs
- c. Energy projects and programs, such as energy efficiency, renewable energy, and building electrification
- d. Sustainable urban design projects, such as green building or sustainable transportation infrastructure
- e. Resource conservation programs, such as waste reduction, pollution prevention, and water use efficiency
- f. Public education, community outreach, and stakeholder engagement programs

7. Do you possess a professional certification such as Certified Green Building Professional, LEED Accredited Professional, Registered Environmental Professional, ISSP Sustainability Excellence Professional, Certified Sustainability Practitioner, Certified Energy Manager, Project Management Professional, Professional Civil/Environmental Engineer, or the equivalent?

If yes, please list the certification(s) you possess, the date you received the certification, and the renewal date (if applicable). Please also attach the proof of certification(s) to your application. If no, please state "N/A".

8. Do you currently possess a valid California Class C Driver's License?

- Yes
- No